

6107 - RECREATION SUPERVISOR I

NATURE OF WORK

This is responsible work involving supervision in planning, directing, and leading of varied activities in the City-wide recreational programs.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

Assists in the planning and organizing of City-wide recreational activities.

Officiates at various tournaments.

Attends and participates in various school and civic organization meetings.

Assists in the planning and provides leadership for events sponsored by civic organizations and schools.

Collects facts and maintains records of receipts and attendance.

Recommends the employment or dismissal of subordinate personnel.

Assists in the planning and leading of in-service training programs.

Plans, organizes, and supervises assigned phases of recreation programs.

Participates in the public relations program relating to recreational functions.

Recommends the purchase of supplies and equipment.

Periodically inspects facilities and equipment and recommends needed repair.

Writes for reproduction notices concerning recreational activities.

Instructs in various recreational activities.

Assists in budget review of assigned activities.

Arranges for the booking of entertainers for community. center programs.

Stages vaudeville presentations and pageants.

Leads community singing and other recreational activities.

Participates in recreational programs.

Arranges and schedules concerts and other various musical programs.

Acts as master-of-ceremonies.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the principles, rules, and equipment requirements of activities in various fields of recreation.

Ability to supervise recreational activities and the work of other employees.

Considerable skill in conducting recreation activities to develop a well balanced diversified program.

Ability to develop community participation and interest in recreation activities through an

active public relations program.

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MINIMUM REQUIREMENTS

Two (2) years full-time verifiable experience in the supervision of public park and recreation services. Valid driver's license. Flexible hours including nights, weekends, and holidays. An Associate degree in recreation or related field and considerable experience in the supervision of recreation programs. Experience can substitute for education on a year-for-year basis.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, some crawling, reaching, and handling, sitting, standing, pushing, and pulling.

SUPERVISION RECEIVED

General and specific assignments are received and work is performed with latitude for the use of independent judgment in the selection of work methods and procedures, and is subject to review for compliance with departmental objectives.

SUPERVISION EXERCISED

Plans, assigns, and directs the work of staff personnel assigned.

Rev. 11/95 (minimum req.)